



City of Miami Gardens

Building Department

1515 N.W. 167th Street, Bldg. # 4
Miami Gardens, Florida 33169
305-622-8027 (office) 305-622-8557 (fax)
www.miamigardens-fl.gov

Permitting Procedures for Special Event Permits

General Information:

What is a temporary structure?

A temporary structure is considered to be a tent or membrane structure erected for a period of less than 180 days that is used for special events such as revivals, carnivals, assemblies, circuses, sporting events and for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals and/or flowers.

Do all temporary structures require a building permit?

No. Tents erected for camping and for events in single-family residences do not require a building permit. Building permits are only required for temporary tents and membrane structures that are larger than 10' x 12' or any size membrane structure used for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals and/or flowers.

I have a temporary structure that requires a permit. Where do I go to apply for a permit?

Building permits for the erection of temporary structures in the City of Miami Gardens can be obtained from the Building Department, 1515 NW 167 Street, Bldg #4, on Monday through Friday except holidays, during the hours of 8:30 a.m. - 3:30 p.m.

Who is a qualified applicant?

The department will recognize a tent erector company as a qualified applicant. A general contractor or a specialty contractor can also serve as a qualified contractor. For further details, please refer to Chapter 10 of the Code of Miami Dade County or Chapter 489 of the Florida Statutes.

What should I bring to the Building Department to apply for a permit?

You will be required to bring a completed permit application signed by a qualified applicant; two completed sets of plans showing all property lines, together with dimensions of same; all street(s) or avenue(s) on which the property is located; the location, setback, dimensions and description of all existing buildings, light standards, driveways, customer parking areas and the size, location and setbacks of the temporary structure(s); the location and number of restroom facilities. Plans detailing the temporary structure must comply with the Florida Building Code (FBC), and NFPA 102; and should contain product approved drawings and Notice of Acceptance from Miami-Dade County if applicable. All plans must include structural calculations and a copy of the Class A flame spread certification. Additionally, if bleachers or stages are being used, these items must be detailed and structural calculations are required. Plans must be signed and sealed by a State of Florida licensed architect or engineer.

What steps do I follow in order to receive a Building Department inspection?

Please have the approved plans and permit card posted at the job site. Call for a Building Department inspection 24 hours in advance.



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Is a Certificate of Use and Occupancy (C.O.) required for my event and membrane structures?

Yes. A Certificate of Use and Occupancy (C.O.) will be issued once all final inspections are approved. The C.O. will be issued for the specific dates of the event. Fees for C.O.'s vary depending on the type of event. Please contact the Building Department Permits Section at (305) 622-8027 for further information on fees.

My special event is a major event. Can the Building Department have inspectors readily available?

Yes. The Building Department will be able to station inspectors at the site during the time of erection of the structure. Inspectors will be available to address problems or issues which arise and require immediate attention. For further information, please contact the Building Department at (305) 622-8027.

My special event occurs annually and I re-use the same membrane structure. In order to receive a building permit, do I follow the same process each year?

Each year you will be required to submit a completed permit application, the site plan, landscape plan and soil improvement certification as required by code. You also must submit all other event specific documentation, such as, but not limited to: letters of authorization, dates and hours of events, and Florida Department of Health approval.

The actual specifications for the membrane structure do not need to be re-submitted. You will only need to indicate the permit number from the previous year on your site plan. Additionally, you will need to submit a notarized affidavit from the tent manufacturer authorizing the use of the drawings. At the time the permit is ready to be issued, the design professional/ engineer will be required to sign and seal copies of the drawings that have been reproduced from the Building Department archives.

Are these all of the regulation and permitting procedures for membrane structures?

No. Please remember that this information is being provided to you as a guide to assist you with the permitting process for membrane structures. Please contact each applicable agency to verify and obtain recent information.



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The following temporary structures required a permit:

- ☐ **Temporary Portable Toilets (plumbing permit) fee \$200 per permit;**
- ☐ **Temporary Generators (electrical permit) fee \$200 per permit;**
- ☐ **Temporary Bleachers and/or Grandstands (building permit) fee \$200 per permit;**
- ☐ **Temporary Other Structures [such as towers for lighting and equipment] (building permit) fee \$200 per permit;**
- ☐ **Temporary Platforms, Risers and/or Stages (building permit)**
- ☐ **Temporary Tent and Membrane Structures (building permit).**

******Please be advised that the Application(s) must be submitted at least (30) thirty days prior to the event. (No exceptions)******



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Permitting Procedures for Portable Toilets

- This following is the minimum requirement for portable facilities at all event functions.
- ☐ Building Permit Application signed by qualifier with notary public;
 - ☐ Building Permit Application signed by property owner with notary public;
 - ☐ Licensed contractor who is registered with the City of Miami Gardens Building Department;
 - ☐ Owner's letter stating that the structure will be removed in the case of 75 mph winds or stronger;
 - ☐ One portable facility shall always be required unless a letter is provided by the owner of said property granting permission for use of the rest rooms within the building;
 - ☐ In addition, these facilities shall have a maximum travel distance of 500 feet from the event area

TABLE PR I

NUMBER OF PORTABLE RESTROOMS REQUIRED FOR SPECIAL EVENTS

(ASSUMES SERVICING ONCE PER DAY)

NUMBER OF PEOPLE PER DAY NUMBER OF HOURS FOR EVENT PER DAY

	1	2	3	4	5	6	7	8	9	10
<u>250</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<u>500</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<u>1000</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
<u>2000</u>	<u>6</u>	<u>10</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>15</u>	<u>15</u>	<u>15</u>
<u>3000</u>	<u>9</u>	<u>14</u>	<u>17</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>22</u>
<u>4000</u>	<u>12</u>	<u>19</u>	<u>23</u>	<u>25</u>	<u>28</u>	<u>28</u>	<u>28</u>	<u>30</u>	<u>30</u>	<u>30</u>
<u>5000</u>	<u>15</u>	<u>23</u>	<u>30</u>	<u>32</u>	<u>34</u>	<u>36</u>	<u>36</u>	<u>36</u>	<u>36</u>	<u>36</u>
<u>6000</u>	<u>17</u>	<u>28</u>	<u>34</u>	<u>38</u>	<u>40</u>	<u>42</u>	<u>42</u>	<u>42</u>	<u>44</u>	<u>44</u>
<u>7000</u>	<u>20</u>	<u>32</u>	<u>40</u>	<u>44</u>	<u>46</u>	<u>48</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>8000</u>	<u>23</u>	<u>38</u>	<u>46</u>	<u>50</u>	<u>54</u>	<u>57</u>	<u>57</u>	<u>58</u>	<u>58</u>	<u>58</u>
<u>9000</u>	<u>26</u>	<u>42</u>	<u>52</u>	<u>56</u>	<u>60</u>	<u>62</u>	<u>62</u>	<u>62</u>	<u>64</u>	<u>64</u>
<u>10,000</u>	<u>30</u>	<u>46</u>	<u>57</u>	<u>63</u>	<u>66</u>	<u>70</u>	<u>70</u>	<u>72</u>	<u>72</u>	<u>72</u>
<u>12,500</u>	<u>36</u>	<u>58</u>	<u>72</u>	<u>80</u>	<u>84</u>	<u>88</u>	<u>88</u>	<u>88</u>	<u>88</u>	<u>92</u>
<u>15,000</u>	<u>44</u>	<u>70</u>	<u>84</u>	<u>96</u>	<u>100</u>	<u>105</u>	<u>105</u>	<u>110</u>	<u>110</u>	<u>110</u>
<u>17,500</u>	<u>50</u>	<u>80</u>	<u>100</u>	<u>110</u>	<u>115</u>	<u>120</u>	<u>125</u>	<u>125</u>	<u>126</u>	<u>126</u>
<u>20,000</u>	<u>57</u>	<u>92</u>	<u>115</u>	<u>125</u>	<u>132</u>	<u>138</u>	<u>138</u>	<u>144</u>	<u>144</u>	<u>150</u>
<u>25,000</u>	<u>72</u>	<u>115</u>	<u>144</u>	<u>154</u>	<u>168</u>	<u>175</u>	<u>175</u>	<u>176</u>	<u>176</u>	<u>184</u>
<u>30,000</u>	<u>88</u>	<u>138</u>	<u>168</u>	<u>192</u>	<u>200</u>	<u>208</u>	<u>208</u>	<u>216</u>	<u>216</u>	<u>216</u>



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Permitting Procedures for Temporary Generator

- This following is the minimum requirement for temporary generator at all event functions.
 - ☐ Building Permit Application signed by qualifier with notary public;
 - ☐ Building Permit Application signed by property owner with notary public;
 - ☐ Licensed contractor who is registered with the City of Miami Gardens Building Department;
 - ☐ Owner's letter stating that the structure will be removed in the case of 75 mph winds or stronger;
 - ☐ Signed, sealed and dated plans prepared by registered design professional.
 - ☐ The electrical plans may be prepared by a licensed electrical contractor. The electrical qualifier's notarized signature license number must appear on all electrical pages.
 - ☐ Site Drawing
 - ☐ The location of the generator shall conform to local zoning and Fire Department requirements
 - ☐ Electrical Riser Diagram.
 - ☐ Loads to be served by gen. provide wiring method for each A/C, D.J., Music System, lighting, emergency lighting.
 - ☐ Generator
 - ☐ Provide full specification and cut sheets for the generator showing KW rating, ampacity, voltage, phase, fuel source and dimensioning.
 - ☐ All loads connected to the generator shall be identified.
 - ☐ Provide load calculations for the generator. All loads shall be identified. NEC Article 220 shall be used to calculate existing loads. Where the generator is connected to the load through a cord-and-plug (Exposed metal parts shall be non-current carrying.), the receptacle shall be sized for the corresponding overcurrent protection at the generator or other overcurrent protection devices in front of the receptacle.
 - ☐ Generator shall be sized for the load served. NEC Article 220 shall be used to calculate the existing load.
 - ☐ Provide decibel sound ratings as required per local ordinance.
 - ☐ Plumbing/Gas (for propane and natural gas)
 - ☐ When the source of fuel is natural gas, provide the location of natural gas meter on site plan.
 - ☐ When the source of fuel is propane gas the location of containers shall comply with the minimum separation distances to other containers, buildings, property lines and sources of ignition established by Tables 6.3.1, 6.4.2, 6.4.5.8 and sections 6.3.2 through 6.2.12 of National Fire Protection Association (NFPA) 58.
 - ☐ Location of water, sewer, well, and interceptors on site plan shall be shown.
 - ☐ Provide a gas piping diagram, it shall include but not limited to the following information:
 - ☐ Isometric of piping layout



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- ☐ Longest run of gas pipe (from source to farthest outlet).
- ☐ Pipe size(s)
- ☐ Appliance(s) BTU output.
- ☐ Type of materials used-gas table used from minimum sizing
- ☐ All other safety and other requirements to make a safe installation.
- ☐ Department of Environmental Resource Management (DERM)
 - ☐ DERM plan review and approval is required for all Aboveground Storage Tanks (AST's) and Underground Storage Tanks (USTs).
- ☐ General Requirements:
 - ☐ New UST systems for fuel are required to have double wall construction, overfill prevention, overspill protection, tank interstitial monitoring, continuous automatic leak detection, anchoring, monitoring well network, protection from corrosion, etc. The components of the system must be on the approved state list.
 - ☐ New AST systems for fuel require; secondary containment (double wall construction or spill containment dike), overfill prevention, overspill protection, tank interstitial monitoring, continuous automatic leak detection, anchoring, etc. Generator and fuel supply (excluding gas powered systems) shall be located a **minimum of 100 feet** from any potable water supply wells.
 - ☐ Plans must provide a title block to be signed, sealed and dated by a Professional Engineer registered in the State of Florida, and a title block to be signed and dated by a Pollutant System Specialty Contractor (PSSC)
- ☐ Fire Department:
 - ☐ Plans must be provided with details to indicate compliance with NFPA 110 (2002 Edition)
 - ☐ Clearly identify the Class, Type, and Level of the generator in accordance with NFPA 110 Chapter 4.
 - ☐ Plans must be provided with detail to indicate compliance of the fuel system, and/or fuel storage system to be used (NFPA 30 (2000 edition), NFPA 37 (1998), NFPA 54 (2002), or NFPA 58 (2002).



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Permitting Procedures for:

- ☐ **Bleachers and/or Grandstands;**
- ☐ **Other Structures (Lighting Towers for lighting and equipment);**
- ☐ **Stages and/or Risers; and**
- ☐ **Tents and/or Membrane Structures**

This following is the minimum requirement for bleachers and/or grandstands, other structures, stages and/or risers and tents and/or membrane structures for event functions:

- ☐ Building Permit Application signed by qualifier with notary public;
- ☐ Building Permit Application signed by property owner with notary public;
- ☐ Owner's letter stating that the structure will be removed in the case of 75 mph winds or stronger;
- ☐ Structural Calculations for Wind Resistance;
- ☐ Certificate of Flame Resistance (if applicable);
- ☐ Provide Fire Department Approval;
- ☐ Provide Bathroom Detail with ADA Requirements
- ☐ Show accessible route from side walk to tent, from tent to temporary toilets and from parking area to tent;
- ☐ Show proposed tent location, dimensions and setbacks;
- ☐ Show parking location, dimensions and details;
- ☐ Show the occupant load of the tent.
- ☐ Notarized Lease Agreement;
- ☐ Firework Tent: provide copy of Certificate of Registration w/ State of Florida Fire Marshall.
- ☐ Plans shall be at a scale of 1 in = 20 ft minimum.